



Communications and Media Internship

Application Deadline: COB, Friday, February 18, 2017

The ***Coalition of Asian American Leaders (CAAL)*** envisions a State where all Minnesotans, regardless of background, are actively engaged and can achieve prosperity. CAAL is a network of over 500 Asian American leaders whose mission is ***to harness our collective power across ethnicities, age groups and sectors to advance equity to improve the lives of community***. We believe our democracy thrives when all communities are visible, included and fully engaged in key systemic decisions that impact our lives. We embrace the diversity of our community, and believe that if we can work together, moving beyond silos, we help ensure a more prosperous future for all Minnesotans.

CAAL achieves its mission by: (1) proactively weaving relationships among Asian American leaders and sector leaders, (2) engaging and mobilizing our leaders and impacted community members to work on shared community priorities together, and (3) continuously finding ways to elevate more nuanced narratives about who Asian Minnesotans are.

We are seeking a Communications and Media Intern to help us better communicate to our network, as well as to external audiences.

RESPONSIBILITIES

- Research communications tools that best work for CAAL and its network.
- Create and organize content for monthly updates to our network.
- Interview CAAL leaders and write feature stories about the leaders in CAAL's network.
- Build a database of media outlets and contacts.
- Manage our social media activities.
- Build and manage our contacts database.
- Compile social media analytics for reports.
- Assist program events and other organizational operations as needed.
- Conduct duties as assigned.

QUALIFICATIONS

- Have a passion for social justice and community building
- Have knowledge about the Asian American community, especially in Minnesota
- Be reliable and detailed oriented
- Work well in a team, but is highly independent
- Be a good time manager
- Be able to communicate effectively with others
- Have experience with social media platforms

- Have experience with Mailchimp, Eventbrite, WordPress
- Be highly adaptive to a fast changing work environment
- Be highly organized
- Be comfortable working remotely and in open work environments
- Be available Mar 1 – Dec 31, 2017
- Have consistent access to the Internet

REPORTS TO: Director

COMPENSATION: This is a paid internship that offers a monthly stipend.

DURATION: March – December 2017 (flexible)

HOURS: 10-15 hours a week. Flexible schedule.

TIMELINE

- Applications due COB 2/18/17
- Applicants notified 2/23/17
- Interviews 2/24-2/28
- Start date – as soon as possible

All interested applications should email a cover letter and resume to info@caalmn.org by COB, February 18, 2017.